



UNITED STATES MARINE CORPS

COMPANY "B" (-)
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP
ARMED FORCES RESERVE CENTER
1801 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:
11320
Admin
28 Jul 99

COMPANY POLICY LETTER 08-99

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: FIRE SAFETY PROGRAM

Encl: (1) Locations of Fire Extinguisher/Fire Alarm Boxes
(2) First Floor Escape Plan (Marine spaces)
(3) Second Floor Escape Plan (Marine spaces)

1. To prevent loss of life, injury to personnel, damage to government property resulting from fires, and to provide an effective fire prevention and protection program, all personnel should become familiar with this fire evacuation plan and be familiar with the locations of fire extinguishers, fire alarm systems and all exits.

2. Fire Escape Plan:

a. The person discovering a fire in the center will pass the word immediately, throughout the center, giving the exact location of the fire.

b. The first person hearing the alarm should, if possible, pass the word over the PA system and notify the fire department by dialing 911 and stating that "there is a fire in the Armed Forces Reserve Center, 1901 S. Kemble Avenue, South Bend."

c. After passing the word, and if the fire is not out of control, attempts should be made to extinguish the fire using equipment at hand. If out of control, the following instructions apply:

(1) All personnel not engaged in fighting the fire will evacuate the building and muster in front of the Reserve Center. The senior Marine will account for all personnel in the Company/Inspector-Instructor Staff.

(2) After detailing one person to remain on the road as a guide for fire fighting equipment, the senior Marine will report to the senior National Guard Representative for orders regarding forming a fire fighting party, if necessary.

(3) As soon as safely possible, sentries will be placed in the building to secure the armory.

3. Fire Marshall. The Fire Marshall will be appointed by an assignment letter to perform the duties for both the Company and the Inspector-Instructor Staff. His duties are as follows:

a. Conduct monthly inspections of all fire extinguishers located in the Marine Corps spaces.

b. Ensure all personnel are familiar with fire prevention practices and proper use of fire extinguishers.

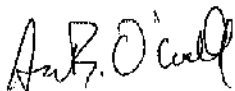
c. Coordinate with the National Guard for the conduct of fire drills.

d. Investigate all fires within your scope and take appropriate action to prevent the reoccurrence of same.

e. Ensure that fire prevention and safety classes are included in training schedules at least once quarterly.

f. Ensure the fire bills and evacuation plans are posted in all Marine areas (see enclosures (1) and (2)).

g. Ensure that the proper reports are submitted in accordance with Marine Corps directives.



A. B. O'CONNELL
Inspector-Instructor

"The Commanding Officer is cognizant of, and concurs with, the information contained herein but is not available for signature."

T. L. SMITH
Commanding Officer

LOCATIONS OF FIRE EXTINGUISHERS/FIRE ALARMS BOXES:

1. **Fire Extinguishers:**

- a. Room 131 - Navy Supply (inside door).
- b. Room 129 - USMC Armory.
- c. Room 110 - USMC Admin.
- d. USMC Supply Warehouse (by double door exit).
- e. Passageway near locker room & exit #3.
- f. Passageway near locker room & exit #2.
- g. Passageway outside Far Room.
- h. Passageway near sickbay and the front stairwell.
- i. Passageway near the Navy Library.

2. **Fire Alarms:**

- a. Near Exit #2
- b. Near Exit #3
- c. Near Exit #4
- d. Near Exit #5
- e. Near Far Room
- f. Near Room 225
- g. Near Room 201
- h. Near Room 204

Enclosure (1)

FIRE BILL IN CASE OF FIRE

1. ACTIVATE ALARM BOX & CALL 911.
2. SOUND THE ALARM.
3. CLOSE DOORS TO CONFINE FIRE.
4. USE PROPER EQUIPMENT TO EXTINGUISH FIRE.

